



Managers - Please ensure all employees receive a copy of this Safety Action Bulletin

For: Community, Voluntary Controlled,
Special and Maintained Nursery Schools.

Issue SAB 37
April 2016

Asbestos: Emergency Procedures and Advice

Background

Changes in delegated funding will mean that from 1st April 2016 all Community, Voluntary Controlled, Special and Maintained Nursery Schools will be responsible for all reactive work involving asbestos, for example:

- *Removal of damaged asbestos insulation board ceiling;*
- *Encapsulation of asbestos cement wall panel;*
- *Environmental clean and removal of asbestos debris in ceiling void.*

If you think you have discovered damaged asbestos:

1. **STOP** work immediately and Immediately **CLEAR the AREA;**
2. **DO NOT** clean up damage or vacuum debris;
3. **ISOLATE & PROHIBIT ACCESS** to affected area e.g. lock door and post warning notices 'DO NOT ENTER – DAMAGED ASBESTOS';
4. **TURN OFF** any ventilation systems in the area e.g. air conditioning, extraction systems etc. unless to do so, you would need to re-enter area.
5. **INFORM** the Asbestos Responsible Person or appointed person.
6. **ASSESS and COLLATE** the following information:
 - Type of material disturbed
 - Location and amount of material
 - Details of how the damage occurred
 - Actions taken by who and when
7. **REPORT** to the Property and Facilities Helpdesk:
Tel: 0808 156 6659
Email: propertyhelpdesk@oxfordshire.gov.uk
8. All incidents of inadvertent (uncontrolled) exposure to known or suspected asbestos fibre must be **Reported as a Dangerous Occurrence** using the Council's Accident/Incident System accessed via the intranet or contact the Health and Safety Helpdesk:
Tel: 03300 240 849
Email: healthandsafetyhelp@oxfordshire.gov.uk



Property and Facilities Helpdesk

For most work with asbestos you will need to use a specialist [Licensed Contractor](#). Carillion can arrange for emergency attendance and organise any remedial work using approved licensed contractors and laboratories, however please note **this is a chargeable service.**

If School managers choose not to use Carillion for asbestos related work then you will need to ensure that any contractor is competent for the type of work being undertaken. Further information including working with asbestos can be found on the [HSE website](#).

General Information on Asbestos

Asbestos is present in the majority of schools in England. If managed correctly, asbestos poses very little risk to health. Equally, if it is not effectively managed, asbestos poses a significant health risk.

[The Control of Asbestos Regulations 2012](#) place responsibilities on employers to prevent exposure to asbestos as far as is reasonably practicable.

Guidance for schools on the management of asbestos is available in the GOV.UK report [Asbestos management in schools \(2015\)](#).

It is important that all available asbestos information including surveys, the school asbestos register and asbestos management plan is made available to building or maintenance contractors for their reference prior to working at the school. If the work will be invasive, it may be necessary to carry out a 'demolition and refurbishment' survey for asbestos under controlled conditions before planning the work as the management survey may not be adequate. Those in charge of the work for the school should ensure that workers carrying out the work have been properly briefed about the asbestos status and the plans for dealing with it.

Further information is available from the HSE's website on [Asbestos Health and Safety in the Workplace](#).

Advice on selecting a competent asbestos surveyor can be found on the [HSE website](#).

Asbestos Awareness Training

This course is mandatory for all managers with responsibility for managing asbestos in Council properties or those employees who may come into contact with asbestos through their normal work activities i.e. site managers, caretakers, maintenance staff.

See the learning portal on the intranet for more details, register and interest or to book a place.

For Further Information and Advice:

	Email and web addresses	Tel:
General:		
Health & Safety Team	healthandsafetyhelp@oxfordshire.gov.uk	03300 240849